



**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY**  
NATIONAL VEHICLE AND FUEL EMISSIONS LABORATORY  
2565 PLYMOUTH ROAD  
ANN ARBOR, MICHIGAN 48105-2498

OFFICE OF  
AIR AND RADIATION

February 11, 2004

CCD-04-04 (MC)

Dear Manufacturer:

**SUBJECT:** Electronic Certification Information Sheet (CIS) for Motorcycle Certification

This letter is to notify you new of a new electronic version of the Certification Information Sheet (CIS) which should be used by all manufacturers applying for motorcycle certification. This electronic document is effective immediately and should be used for all future Applications for Certification pertaining to motorcycles. The paper CIS will be no longer accepted.

The data entry function used in the past to enter this data into the motorcycle database is no longer available under the current EPA service contract. The new electronic CIS will enable EPA certification team members to directly import the information into our motorcycle database and eliminate the manual entry of CIS data at EPA which was formerly performed under this service contract.

The electronic CIS file is created by using MS Excel and consists of four worksheets which are provided in the enclosed Excel template named E-CIS.xls. The two sheets for manufacturers to enter data are:

<u>Worksheet Name</u>	<u>Tab Name</u>
1. Engine Family Information Sheet	EF Info Sheet
2. Test Information Sheet	EF Info Sheet

The two worksheets have the same format as the previously used paper forms and identical data entry requirements. Instructions on how to input and submit data to EPA are provided in Enclosure 1 of this letter. We advise you not to make any changes to the format of the file during data entry. Any changes made may prevent our database from accepting your information and could cause delays or require the resubmission of your application.

If you have any questions, please contact your certification team representative.

Sincerely,

Merrylin Zaw-Mon, Director  
Certification and Compliance Division  
Office of Transportation and Air Quality

Enclosure 1: Instructions  
Enclosure 2: Excel file E-CIS.xls

## Instructions

### **How to Use Electronic Certification Information Sheet (CIS) for an Application of Motorcycle Certificate of Conformity**

1. Click the template file named **E-CIS.xls** to open the file.
2. Click the tab named **"EF Info Sheet"** at the bottom of the file to open the worksheet "1. Engine Family Information Sheet" and enter data accordingly in the cells with red borders. You may read the table "Instructions on Engine Family Information Sheet" below for detailed instructions on data requirement.
3. Click the tab named **"Test Info Sheet"** at the bottom of the file to open the worksheet "2. Test Information Sheet" and enter data accordingly in the cells with red borders. You may read the table "Test Information Sheet Instructions" below for detailed instruction on data requirement.
4. Save the file and name it with the engine family name that you are applying for a certificate, such as "5XXXC1.60XXX".
5. Submit the file via a floppy diskette or a CD with your application for certificate, or, as an attachment to an email to an EPA certificate representative.

**You are advised not to make any changes to the format of the file during data entry. Any changes made may prevent our database from accepting your information and could cause delays or require you to resubmit your application.**

## Instructions - Engine Family Information Sheet

Field	Description	Instructions
01	Model Year	This entry has been completed. Enter "N" for new submission or "C" for a correction. Enter the EPA standardized engine family name (See: EPA Standardized Motorcycle Engine Family and Evaporative Family Names for the 1998 and Later Model Years (Dear Manufacturer Letter # VPCD-96-12))
02	Form	
03	Process Code	
04	EPA Engine Family Name	
05	Manufacturer Engine Family Name	Only enter the manufacturer engine family name when it differs from the EPA standardized engine family name.
06	Manufacturer Name	Enter corporate name as it should appear on the certificate of conformity.
07	Number of Cylinders	Enter the number of engine cylinders.
08	Displacement(s)	Enter the engine displacement in cubic centimeters: if there is more than one displacement in an engine family, enter the largest displacement starting at the left.
09	Fuel System Type	Enter "C" for carburetor or "F" for fuel injection systems.
10	Method of Aspiration	Enter "N" for natural aspirated engines, "T" for turbo-charged or "S" for supercharged engines.
11	Projected Engine Family Sales	Enter the engine family projected sales for the model year.
12	Engine Family Models	Enter the vehicle model(s) contained in the engine family. If more than one model separate each model name with a semicolon (;).

### Correcting or Adding Information to the Engine Family Sheet

When correcting or adding information to the engine family information sheet the first three fields (01, 02, and 03) must be entered along with the field(s) being corrected or added. The complete sheet must be submitted each time a correction or addition is made.

#### Revisions:

1. EPA Guidance Letter CD-88-09, APPENDIX 2, Dec. 5, 1988 for 1990 and later model years (Original)
2. CD-93-02, revised for 1994 and later model years, Feb. 12, 1993
3. Revised for 2004 and later model years.

## Test Information Sheet Instructions

Field	Description	Instructions
100	Model Year	This entry has been completed. Enter "N" for new submission or "C" for correction. Enter the EPA standardized engine family name (See: Dear Manufacturer Letter VPCD-96-12) The data set number is assigned by the manufacturer. This number is used to identify the test information submitted within an engine family and must have a different number assigned to each set of test information submitted.
101	Form	
102	Process Code	
103	EPA Engine Family	
104	Test Data Set Number	Enter the model the test vehicle represents. Enter the test engine displacement in cubic centimeters. Enter the test vehicle identification number Enter the types of emission control system the test engine represent. Use "EM" – engine modification, "EGR" - exhaust gas recirculation, "AIR" – air injection, and "CAT" - catalytic converter, etc. Start at the left and enter all emission control systems. If additional control system identifications are needed please contact EPA. Enter the test engine code (calibration).
105	Vehicle Model	
106	Displacement (cc)	
107	Vehicle I.D. Number	
108	Emission Control System	This field is to be completed only when the engine is carbureted. Starting at the left enter the number of carburetor(s) used on the engine and the number of venturies each carburetor has. Enter starting at the left the @ Engine RPM rated power in kilowatts and the revolutions per minute the rated power occurs. Enter starting at the left the @ Engine RPM rated torque in newton meters and the revolutions per minute the rated torque occurs. Enter "C" for certification test data and "R" for running change test data. Enter vehicle equivalent inertia weight in kilograms. Enter the vehicle road load force in Newton. Enter vehicle transmission type "M-5" for manual five speed, "M-6" for manual six speed, "A-4" for automatic four speed, etc. Enter the quotient of engine speed in revolutions per minute divided by vehicle speed in kilometers per hour measured in the highest (i.e., lowest numerical) transmission gear. Shall be reported to the number of decimal places contained in the applicable emission standards expressed to one additional significant figure. Shall be reported to three places to the right of the decimal point. (Ref: 40 CFR 86.432-78(d)) Shall be reported to the same number of significant figures as contained in the applicable standards.
109	Engine Code	
110	Number Carburetors- Venturies	
111	Rated Power (kW) @ Engine RPM	
112	Rated Torque (Nm) @ Engine RPM	
113	Data Type	
114	Equivalent Inertia Weight (kg).	
115	Road Load (nt)	
116	Transmission Type	
117	N/V Ration	
118 -120	Official Test Results	
121-122	Deterioration factors	
123-124	certification levels	

### Correcting or Adding information to the Test Information Sheet:

When correcting or adding information to the test information sheet the first four fields (101, 102, 103 and 104) must be entered along with the field(s) being corrected or added. The complete sheet must be submitted each time a correction or addition is made.

### Revisions:

1. EPA Guidance Letter CD-88-09, APPENDIX 2, Dec. 5, 1988 for 1990 and later model years (Original)
2. CD-93-02, revised for 1994 and later model years, Feb. 12, 1993
3. Revised for 2004 and later model years, 12, 2002